



Filing to an Existing Case

After a case has been created or converted to electronic format, a registered party can file subsequent data to that case.

Note! Prepare documents prior to accessing an existing case.

Note! Multiple Cases can be filed on at one time. It is *important* to remember that the document must have all of the applicable case numbers included.

Searching for an Existing Case

1. Click **Existing Case**.

2. Select appropriate **County**.
3. Enter in **Case Number**.
4. Enter in **Participant's Last Name**.

5. Chose one of the following options:

Add this case to your list – click this option to create a listing for filing on multiple cases

File on this case – select this option to file on one case

Note! Skip to the next section – Adding a Document, if filing to one case number.

Note! Cases where the filer is an active litigant will display at the bottom the Existing Case screen.

Note! For those cases that you are a registered party to the case, click **Search My Cases** to locate a case not displayed on the page.



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6. Repeat steps 2 – 4 for the cases where there are multiple case numbers to file upon.

Note! For those cases that you are a registered party to the case (displayed at the bottom of the page), click **Add** to add the cases to the current filing.

Or, select a recent case, filter all your cases, file on a specific case, or add cases to your filing list.

Search My Cases

	Case Title	▲ Case Number	
Add	TESTING ADD NOTIFICATION	AGCR153383	AGGRAVATED MISDEM
Add	TEST SECURITY ON ADOPTION	ATCV105281	ADOPTION
Add	TEST OF CIVIL - CONTRACT DEBT COLLECTION	ATCV105285	ADOPTION
Add	JOHN DOE VS JANE DOE	CDDM000039	Children

Note! Click on the **Defendant Names** column to filter the data for ease in locating specific cases. The name of any defendant or juvenile for criminal or juvenile cases should display in this column.

Or, select a recent case, filter all your cases, file on a specific case, or add cases to your filing list.

Search My Cases

Number of cases displayed per page: 50

	Case Title	▼ Case Number	Case Type	County	Defendant Names
Add	STATE VS AMANDA JEAN LINCOLN	SRCR153555	Drugs	Black Hawk	LINCOLN

7. After adding the multiple case numbers, they will display at the top of the page. **Verify that this information is correct.**

Existing Cases

Cases that will be filed on [File on these Cases](#)

	Case Number	Case Title
Remove	SMCR153451	STATE VS UVODICH, MASON
Remove	SMCR153450	STATE VS UVODICH, MASON
Remove	SMCR153448	STATE VS UVODICH, MASON
Remove	SMCR153449	STATE VS UVODICH, MASON

8. After review, click **File on These Cases**.

Note! If a case has been added in error, click **Remove** to delete the case from the filing package.

Cases that will be filed on [File on these Cases](#)

	Case Number	Case Title
Remove	SMCR153451	STATE VS UVODICH, MASON
Remove	SMCR153450	STATE VS UVODICH, MASON
Remove	SMCR153448	STATE VS UVODICH, MASON
Remove	SMCR153449	STATE VS UVODICH, MASON



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Adding a Document

Documents can be added to any existing case(s). The Case Number and Case Title will display in a yellow banner for existing cases or will display Multi Cases if multiple case numbers are selected.

1. Select a **Document Category** for the type of document to be added to the case.
Note! If unsure of what category to select, leave this field blank.
2. Select a **Document Type**.
Note! Type the name of the document in this field to locate the **Document Type**.

A screenshot of a web application interface for adding a document to an existing case. The interface has a top navigation bar with links: Home, eFile, Cases, My Profile, and Log Out. The user is logged in as "Elmer Fudd". The breadcrumb trail shows "Home > Existing Case > Add a Document". A yellow banner displays the "Case Number : SCSC000010" and "Case Title : BUGS BUNNY VS ELMER FUDD". Below this, there are two dropdown menus: "Document Category" (with "-- select a Document Category --") and "Document Type *" (with "-- select a Document Type --"). There is an "Additional Text" input field. Below it, there is a checkbox labeled "Filed under order to seal" and a "Date of order to seal" input field with a calendar icon. Below these is a label "Acceptable File Format Type(s) (*.pdf)". There is a "Document Location" input field with a "Browse..." button. At the bottom of the form is an "Add to Submission" section with an "Add" button. Below the form is a table with columns: Document Name, View Document, Edit Data, Size, and Remove. At the very bottom are three buttons: Back, Move to Draft, and Next.

3. Complete **Additional Text** if desired.
Note! This additional text helps the clerk, judge, or other participants understand more about the document.



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4. Click **Browse**.
5. **Locate the document** to attach.
6. Click Open in the system window (not illustrated).
7. Click **Add**.

Note! A message will display while the document is uploading. For small documents this may not even be visible.

Document Name	View Document	Edit Data	Size	Remove
PETITION	Sample_PDF.pdf		0.08 MB	

Total Size: 0.08 MB

Back Move to Draft **Next**

Optional! If a document has been added in error, click the icon in the Remove column to delete the document.

8. Click the **File Name** in the View Document column to review the document loaded properly.
9. Repeat this process to add additional documents.
10. Click **Next**.

Note! Once the case has been submitted through the eFile system as Filed, each document will receive the Electronic Time Stamp.

Note! There is a 20 MB limit per document. Multiple documents can be submitted per case. Documents that exceed 20 MB may be submitted in parts to meet the size requirements. Select the category of Attachments to add parceled documents.

11. On the Review and Approve the Filing page, **verify all information** being submitted to the case is accurate and complete. Add additional information as needed (not illustrated).

Note! If applicable, complete the **Payment Information**.

12. Click **Submit the Filing**.

Modified	Participant Name	Role
	JOHN JONES	Plaintiff
	TEST FILER4	Plaintiff

Special Filing Instructions for the Clerk:

Back Cancel (Delete) Move to Draft **Submit the Filing**